

Module 7

Chapter 3

Mass Update of Completed Training

Purpose

This process will guide you through the steps to mass update completed training courses. Data can be collected and held on an Excel spreadsheet for later input. This is also a tool for schools to update a classroom of students at one time. The spreadsheet can be stored on a personal computer (PC) for mass processing.

Who Does It

This responsibility is limited to the CIVDOD HR-Training Personnelist and the CIVDOD HR-Training Adm.

Before You Begin

First you must complete an Excel spreadsheet of the data completions to upload. Save the spreadsheet as a **Comma delimited file**. The file is “delimited” by a comma to mark its beginning and end. The file extension name is **.csv**. The **CSV** represents comma separated values and is the file format particular to saving training files for uploading into DCPDS. A copy of the format is attached to the end of this Chapter.

The mass update process is available on the CIVDOD HR-Training Navigation Menu. You must know the location of the spreadsheet you will access and the name you will use for the file. Now you are ready to begin.

Mass Update of Completed Training Courses

Step	Action
1	Select a CIVDOD HR-Training Personnelist or CIVDOD HR-Training Administrator Responsibility.
2	On the Navigation List select Mass Completed Training. Double click to <u>O</u> pen the form.
3	<p>The Mass Completed Training window will appear. Complete the following fields:</p> <p>Mass Process Name – Unique name applied for locating the process.</p> <p>Input File Name – Put the cursor in this line, click the <i>Browse</i> button. Select the file that has been stored on your PC. The file name will appear.</p> <p>Click Load Ascii File – for the file to transfer from the PC into DCPDS.</p>

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Mass Update of Completed Training *continued*

Step	Action
3 contd	<p>Printer – Select the printer where you want the report to printout. Click <i>Preview</i> button. The next screen will appear for you to preview the records and verify the data input.</p> <p>Click <i>Execute</i> to process. Should you need to make any changes, close the preview, and <i>Delete Preview</i> to delete the records and stop of process. Make the necessary changes on your spreadsheet and reload the file.</p>
4	Status will show when the file has been <i>Submitted</i> or has <i>Processed</i> .
5	A Note window will appear advising whether or not the file processed and offer a processing ID number. Click <i>OK</i> to close the window.
6	The Status Details Window is self explanatory.
7	Click the <i>Processed Records</i> button. The detail screen will offer complete information of the status of the records processed.
8	Click the “X” in the upper right corner of the screen to close the window. Or click <i>File</i> on the toolbar and select <i>Close Form</i> .
9	Check the employee records to ensure the data processed correctly. From the Navigation menu, select <i>Special Information > People/SITS for Training</i> > enter the employee’s last name and <i>Find</i> . When the name and SSN appear, select the <i>Special Info</i> button. Then <i>Completed Training</i> and find the course data that was processed through <i>Mass Completed Training</i> .
